

Annexure: 1

Note:

1. All quoted prices should be in unit price as reflected in the 'unit' column.
2. Do not quote for the particular item(s) if your firm will not be able to supply the item(s).
3. On failure to provide sample(s) by the first lowest bidder/supplier at the time of sample selection, the Committee will directly ask the second lowest bidder to provide the sample. In the similar manner, Committee may ask other bidders in order of the lowest bids in case the bidder before them is unable to provide sample during sample selection.
4. The two items, namely Office Almirah (Godrej) and Steel Trunk Box, is not required to be produced at the time of sample selection given its size.

List of Stationeries for the FY 2023-2024

Sl. Number	Items	Rate per Unit	
		Unit	Unit Price in Nu.
1.	Ambassador Cover File Laminated (4 side folder)	Piece	
2.	Ambassador Flat File	Piece	
3.	Ambassador Flat File with stick (Plastic)	Piece	
4.	Ambassador File Executive Red	Piece	
5.	Attendance Registrar	Piece	
6.	Bulb 100 watts (Philips)	Piece	
7.	Bhutanese Paper Envelope 24X11cm	Piece	
8.	Bhutanese Paper Envelope (A3 size)	Piece	
9.	Bhutanese Paper Envelope (A4 size)	Piece	
10.	Bhutanese Paper (A4 size)	Piece	
11.	Bhutanese Paper in Sheet	Number	
12.	Binding Tape (30 Mtrs)	Number	
13.	Binding Spiral 8 mm	Number	
14.	Binding Spiral 12 mm	Number	
15.	Binding Spiral 16 mm	Number	
16.	Binding Spiral 22 mm	Number	
17.	Binding Spiral 32 mm	Number	
18.	Binding Spiral 40 mm	Number	
19.	Binding Machine (Heavy duty)	Number	
20.	Board Marker Pen (Pkt.)	Pkt	
21.	Bulb "25 WATT"(Bloom LED Lamp, screw base)	Number	

22.	Bulb "18 WATT" (Bloom LED Lamp)	Number	
23.	Bulb "15 WATT" (Bloom LED Lamp)	Number	
24.	Carbon Paper	Number	
25.	Chart Paper	Number	
26.	Cello Tape (1"15 mtrs)	Number	
27.	CD - R	Number	
28.	CD - RW	Number	
29.	Colin (500ml)	Number	
30.	Color Photocopy Paper (A4 size)	Ream	
31.	Correction Fluid (Pen type)	Piece	
32.	Calculator (CT-9914D)	Number	
33.	Color Printer Cartridge (CMYK)	Set	
34.	Certificate printing paper A4,Matt,(GSM 180)White	Reams	
35.	CFL Blub - 18WD EX-R	Number	
36.	CFL Bulb 23 watt	Number	
37.	Dark Dispatch Register (Number40)	Piece	
38.	Dark Receipt Register (Number40)	Piece	
39.	Detergent (powder) - 5 kg with Bucket	Pkt	
40.	Dust Collector (Big)	Piece	
41.	DVD - R	Number	
42.	DVD - RW	Number	
43.	DVD Double leer	Number	
44.	Double Cello Tape (1" 15 mtrs)	Number	
45.	Dustbin (Sanitary) with lid (20 liters)	Number	
46.	Envelope (28X12cm)	Piece	

47.	Envelope, Plastic coated (A4 size)	Piece	
48.	Envelope, Plastic coated (A3 size)	Piece	
49.	Extension Cord 5mtrs (GM)	Piece	
50.	Fan with stand	Piece	
51.	Fuse (Small, Medium, Large)	Number	
52.	Face Washing Soap	Piece	
53.	Flip Chart	Pkts	
54.	Floor Mop with Bucket attached	Number	
55.	Flat Floor Mop	Number	
56.	Glue Stick (large)	Piece	
57.	Glass Cloth	Piece	
58.	Glossy Paper (A4 Size)	Pkts	
59.	Hand Wash (Liquid)- 200ml	Number	
60.	Hand Gloves - long sleeve for cleaner	Number	
61.	Hard broom	Piece	
62.	High-lighter Luxor set of 5	Pkts	
63.	Heater – 11 Panels	Piece	
64.	Hi-Watt 6F22 9V Battery	Number	
65.	HDMI connector	Number	
66.	Lamination Paper A4 Size	Pkts	
67.	Intercom Telephone	Piece	
68.	Masking Tape (2" x 30 mtrs)	Number	
69.	Masking Tape (1"x 30 mtrs)	Number	
70.	Multi Socket (4 way socket) (GM)	Piece	
71.	Multi Plug(Round Pin)	Piece	

72.	Multi Plug (flat pin)	Piece	
73.	Mouth Mask - Cloth	Number	
74.	Nylon Ribon(1" 50mts)	Number	
75.	Office Almirah- Large size	Piece	
76.	Office Almirah - Medium size	Piece	
77.	Phenol -500 ml	Number	
78.	Pencil Battery - AA	Pair	
79.	Pencil battery - AAA	Pair	
80.	Packing Tape (Brown – 2" X 50 mtrs)	Number	
81.	Packing Tape (White – 2"x 50 mtrs)	Number	
82.	Packing Cloths (as per meter)	Meter	
83.	Paper Clip (Steel-50mm)	Pkts	
84.	Paper Clip (Steel-26mm)	Pkts	
85.	Paper Tray (3 Storey)	Number	
86.	Paper Cutter (Heavy duty)	Number	
87.	Permanent Marker Pen	Pkts	
88.	Peon Book	Number	
89.	Photocopy Paper – JK (A3 size/ Gsm - 75)	Ream	
90.	Photocopy Paper - JK (A4 size / Gsm - 75)	Ream	
91.	Plastic File (A4 size)	Number	
92.	Plastic bucket (10 liters)	Number	
93.	Plastic dustbin with lid (20 liters)	Piece	
94.	Plastic jug (large size)	Piece	
95.	Post it Pad Small Size	Pkts	
96.	Post it Pad Large Size	Pkts	

97.	Post it Pad- Large- Mixed Color	Pkts	
98.	Paste (Dayal) – small size	Number	
99.	Punching Machine (DP-600)	Number	
100.	Punching Machine (Heavy Duty)	Number	
101.	Printer Cartridge HP LaserJet CF217A	Number	
102.	Printer Cartridge CF226A	Number	
103.	Printer Cartridge for cannon printer-337	Number	
104.	Printer Cartridge (HP Laser Jet - Q5949A)	Piece	
105.	Printer Cartridge (HP Laser Jet - C80 61A)	Piece	
106.	Printer Cartridge (HP Laser Jet - Q7551 A)	Piece	
107.	Printer Cartridge (HP Laser Jet - Q7553 A)	Piece	
108.	Printer Cartridge (HP Laser Jet - 55A)	Piece	
109.	Printer Cartridge HP Laser jet 80A	Piece	
110.	Printer Cartridge HP Laser jet – CF228A	Piece	
111.	Printer cartridge HP Laser Jet- F283A	Number	
112.	Printer Cartridge HP Laser jet pro MFP 227SDN-30A	Number	
113.	Drum for HP Laser jet MFP 227SDN - 30A	Number	
114.	Printer Cartridge HP Laser jet MFP 137FNW/ 106A	Number	
115.	Dram for HP laser jet MFP 137FNW/ 106A	Number	
116.	Printer Cartridge HP laser Jet 88A	Number	
117.	Xerox Printer Cartridge for B1025	Number	
118.	Xerox Drum Cartridge B1025	Number	
119.	Color printer Cartridge for canon Image class MF74BCX	Number	
120.	Room Refresher (480ml)	Piece	
121.	Register (Number 12)	Piece	

122.	Register (Number 18)	Piece	
123.	Ring file	Number	
124.	Ring File, Hard Cover A4 Number 501	Piece	
125.	Refill for signature Pen - (Uni- Ball)	Number	
126.	Steel Trunk box 36 "x 18"x 14"	Piece	
127.	Scissor (8 inches)	Piece	
128.	Soft broom- large size	Piece	
129.	Sona file	Number	
130.	Stapler Machine (24/6)	Number	
131.	Stapler Machine (Heavy Duty)	Number	
132.	Stapler Pin (24/6)	Pkts	
133.	Stapler Pin (23/17)	Pkts	
134.	Steel Binder Clip (32 mm)	Pkts	
135.	Steel Binder Clip (60 mm)	Pkts	
136.	Signature Pen (Uni- Ball)	Pkts	
137.	Tashi Khadar best quality - large	Piece	
138.	Thumb Pin Brass (Large size)	Pkts	
139.	Twin Thread for hanging Banners	Roll	
140.	Transparency OHP Film (A4 size 175 - micrown)	Pkts	
141.	Toilet Paper 2 ply	Number	
142.	Toilet brush	Number	
143.	Toilet harpic (600ml)	Number	
144.	Tube rod	Number	
145.	Three pin top	Number	
146.	USB Thumb drive (32 GB)	Number	

147.	White Board (100x150cm) with tripod stand – Good Quality	Number	
148.	White Board Duster (Magnetic)	Number	
149.	Wireless Presenter – Good Quality	Piece	
150.	Printer Cartridge for Xerox work centre 5955	Number	
151.	Drum Cartridge for Xerox work centre 5955	Number	
152.	Fuser Module for Xerox work centre 5955	Number	
153.	Transfer Roller for Xerox work centre 5955	Number	